

TITLE:	School Administrative Assistant II/Substitute Specialist	REPORTS TO:	Assigned Supervisor or Administrator
DEPARTMENT/SCHOOL:	Secondary School	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	3/27/2019 4/11/2019	SALARY GRADE:	Schedule: 56 Range: 48

BASIC FUNCTION:

Under the direction of an assigned supervisor or administrator, perform a variety of specialized and technical duties in support of classified and/or certificated substitute placement at a secondary site. Provide information and assistance to classified and certificated employees; and the general public regarding assignments of substitute certificated personnel and classified limited-term substitutes. Assist in maintaining a variety of manual and automated personnel functions, systems, records and reports.

REPRESENTATIVE DUTIES - Distinguishing Characteristics:

This is a stand-alone singleton classification that provides substitute placement services for certificated and classified staff at the secondary site level.

ESSENTIAL DUTIES:

- Plan, organize and coordinate a wide variety of administrative and other office functions and activities related to the administration and operations at the school, assist in assuring smooth and efficient office operations, coordinate and organize office communications and information.
- Greet and assist students, parents, staff and visitors, initiate and receive telephone calls; screen and route calls, take and relay messages; provide general information concerning school operations and activities and related rules and procedures
- Train, assign and coordinate the work of assigned school personnel prepare absentee forms as directed, review work for accuracy, completeness and compliance with established guidelines and procedures
- Coordinate, schedule and attend a variety of meetings as assigned; prepare and send out notices of meetings, maintain appointments and activity calendar for the school and the principal; reserve facilities collect and compile information for meetings, projects and workshops; prepare agendas and take minutes as directed
- Assists with ensuring classroom and assignment coverage by utilizing on site staff, teachers on preparation time and/or calling substitutes manually.
- Assists employees and substitutes with the automated substitute management system.
- Coordinates all certificated substitute and classified limited term substitute placement at the secondary level.
- Facilitates site substitute coverage using the automated substitute employee management system; greets and assists substitute employees by providing keys, materials and pertinent information
- Notifies appropriate school personnel site administrators of daily absences.
- Performs routine clerical support and assists front office staff when time permits.
- Provides site orientation for new or infrequent substitutes on standardized routines and procedures regarding time sheet processing; site arrival and departure procedures; equipment check-out and turn in.
- Participate in scheduling and coordinating various special events ad other activities as assigned by the position Prepare personnel requisitions for positions of staffing changes using the District systems and based on information provided by the budget manager, submit personnel requisitions to the budget manager for approval and route to appropriate department for approval and/or processing;
- Collect and code timesheets according to information provided by the budget manager and submit timesheets to the budget manager for approval; route timesheets to appropriate department for approval and/or processing according to established timelines and procedures
- Monitor accuracy of student enrollment, add/drop/transfer students as needed; assign teachers and students to classes/sections
- Clear student absences and correct student attendance based on telephone logs, emails, and parental notes; prepare student attendance letters and generate student attendance reports
- Administer first aid according to established procedures as needed; log medications provided to the students; generate, update and distribute the health alert to staff for students with food allergies and medical conditions

- Perform other activities in support of the assigned office including registering/transferring students, receiving and processing money for fees, maintaining sign in/out sheets, and assisting with students sent to the office for health, discipline or other matters; participate in coordinating events such as graduation promotion, picture days, mandated health screenings
- Compose keyboard, format and process a variety of records and documents related to assigned activities such as letters, list, memoranda, bulletins, reports, requisitions, flyers, posters, forms, packets or other materials from detailed or rough copy, prepare contracts using fillable form and based on information provided by budget manager; proofread completed assignments
- Input a variety of data into an assigned computer system, maintained automated records and files; initiate queries and generate a variety of computerized lists, spreadsheets and reports as requested, assure accuracy of input and output data
- Receive, open, sort and distribute incoming mail, receive and respond to e-mails, assist in the preparation and dissemination of materials and information to the public and staff regarding various events
- Operate a variety of office equipment including a calculator, copier, laminator, fax machine, computer and assigned software, operate a two-way radio as assigned
- Communicate with staff and outside agencies to exchange information and resolve issues or concerns
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of knowledge skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Education and Experience: Any combination equivalent to:

- A. Graduation from high school. Supplemental college level course work or an Associate's Degree preferred.
- B. Five (5) years' experience in a K-12 school site front office. Two (2) years specialized experience at the secondary level preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License and vehicle insurability to comply with District requirements.

Employment eligibility that includes fingerprint, tuberculosis and/or other employment clearance.

Incumbents in this classification may be required to speak, read and write in a designated second language.

KNOWLEDGE OF:

- Correct English usage, grammar, spelling, punctuation and vocabulary
- Data entry and retrieval techniques
- District contracts and bargaining units
- Interpersonal skills using tact, patience and professionalism
- Mathematical computations
- Modern office procedures and record-keeping techniques
- Operation of a computer and assigned software
- Oral and written communication skills
- Practices and procedures related to classified and/or certificated personnel
- Record-keeping and report preparation techniques
- Substitute Management Systems (AESOP, SEMS, Sub Finder, etc)
- Technical aspects of field of specialty
- Telephone techniques and etiquette

ABILITY TO:

- Communicate effectively both orally and in writing
- Complete work with many interruptions
- Compose correspondence and written materials independently
- Determine appropriate action within clearly defined guidelines
- Establish and maintain cooperative and effective working relationships with others
- Interpret, apply and explain rules, regulations, policies and procedures
- Keyboard or input data at an acceptable rate of speed
- Maintain confidentiality of sensitive and privileged information
- Make mathematical computations with speed and accuracy
- Meet schedules and time lines
- Operate a variety of office equipment including a computer and assigned software
- Prepare and maintain a variety of manual and automated personnel files, records and reports
- Understand and follow oral and written instructions

WORKING CONDITIONS:

ENVIRONMENT:

- School/District Office environment
- Interactions with dissatisfied, hostile and irate individuals
- Subject to demanding time lines and constant interruptions

PHYSICAL ABILITIES:

- Bending at the waist or kneeling to file and retrieve materials
- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information in person and on the telephone
- Operating a computer keyboard for extended periods of time
- Seeing to read and compose a variety of written or digital materials
- Sitting or standing for extended periods of time

HAZARDS:

- Contact with dissatisfied or abusive individuals.
- Extended viewing of computer monitor.
- Sitting for an extended period of time.